

## CONSULTANT, LOCAL GOVERNMENT & UDOT PROJECT MANGER CONTRACT OR MODIFICATION CHECKLIST

Dear Consultants, Local Government and UDOT Project Managers,

If you are selected for any UDOT or Local Government Project you will need to prepare the standard contracting information below for every new contract and every modification request. Consultants will need to send the information required below as a complete package to the appropriate UDOT Project Manager for review and approval.

The UDOT Project Manager will then forward all contract and modification items to Consultant Services for contract or modification preparation. This may be a two-step process or you may send the items below as one package to my attention.

For large detailed projects please make sure that each item listed below is on a separate page. Page headers and/or Footers are recommended for all Consultant and Subconsultant items. Consultant Services suggests you identify: Project Number, Project Description, CID #, PIN #, and the UDOT Project Manager and Local Agency, if applicable.

<b>Mandatory Project Manager Items</b>	<b>Mandatory Consultant Items</b>
<b>Scope of Work</b>	<b>Work Plan</b>
<b>Independent Cost Estimate</b> (Mandatory in PDPMS – April 1, 2003)	<b>Cost Proposal</b> (Use Approved Overhead Rate)
<b>R-709</b>	<b>Staffing Plan</b>
<b>PDPMS 505 Screen Print</b>	<b>QC/QA Plan</b>
<b>Request Memo</b> (Verifies overhead rate & pool dollar availability)	<b>Work Schedule</b> (Identify major milestones & completion date)
<b>Approval Memo</b> (Verifies completion date & cost proposal amount)	<b>Insurance Requirements</b> (Current project specific insurance certificates required) UDOT will be changing Insurance Requirements for all Architectural and Engineering Contracts generated within Consultant Services.  New insurance requirements will be posted on our website under New Updates. Our contract boilerplate language will reflect all changes made. Please make sure that you are a “subscriber” to our website updates. <a href="http://www.udot.utah.gov/esd/esdmenu4a.htm">http://www.udot.utah.gov/esd/esdmenu4a.htm</a>
<b>Letter of Concurrence</b> (Local government projects) The letter must include the amount approved, consultant, consultant selection method, completion date, cooperative agreement is in place, any other information local wants to include in the contract or modification. <b>Cooperative Agreement</b> (Local government projects) Project Managers are responsible for preparing and submitting an R-709 Form for Federal and State funded projects. Please include a copy of the R-709 Form with Cooperative Agreement, Contract or Modification Requests.	
	<b>Subconsultant Information</b> (same requirements as above)

Please contact **Marie Walton, Consultant Services Manager**, if you have any questions at (801) 965-4427 or at [mariewalton@utah.gov](mailto:mariewalton@utah.gov). I will be happy to do one-on-one contract preparation training with you.